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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

13.1.1 Quality, OSH and Environmental Management System

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Attachments

Hand Processed Changes

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Approved: *Signature on File* _____
Collider-Accelerator Department Chairman Date

D. Passarello, E. Lessard

13.1.1 Quality, OSH and Environmental Management System

1. **Purpose**

BNL's Standards Based Management System (SBMS) Management System Descriptions for Quality and Environmental Management System (EMS) are the roadmaps for the Quality Program and Environmental Management System within the Collider-Accelerator Department (C-A). [C-A-OPM 1.10.4, "OSH Management Program Description"](#) is the roadmap for the OSH program at C-AD. This procedure outlines the responsibilities of C-A personnel in implementing these systems.

2. **Responsibilities**

- 2.1 Responsibility for C-A Quality, OSH, and EMS starts at the top with the Department Chairman, and permeates down through the entire organization to the individual employee.
- 2.2 Each Division Head, Manager, and Supervisor within the department, is responsible and accountable for their work and that of their subordinates.
- 2.3 C-A QA Office Personnel shall have the authority, the access to work areas, and the organizational freedom to identify potential and actual problems that could result in a degradation of requirements, recommend corrective actions, and verify implementation of solutions.
- 2.4 Implementation of C-A Quality, OSH, and EMS processes is the responsibility of each Division Head and every individual. Each person shall assume their appropriate share of responsibility of the quality, OSH and EMS programs.

3. **Prerequisites**

None

4. **Precautions**

None

5. **Procedure**

5.1 Organization

The C-A Department is managed by a Department Chairman who reports directly to the BNL Associate Laboratory Director (ALD) for High Energy and Nuclear Physics. Division Heads within C-A report directly to the Department Chairman. The C-A Organization is defined in the [C-A Organization Chart](#). The C-A ESHQ Division is defined in the [C-A ESHQ Organization Chart](#).

All C-A personnel shall have access to the C-A ESHQ Division personnel for consultation and guidance.

5.2 General Responsibilities

5.2.1 C-A Department Chairman shall:

- Be responsible for implementation of Quality, OSH and EMS processes within the C-A.
- Delegate responsibility for quality, OSH and EMS to the Division Heads who are accountable for the quality, safety, health and environmental impact of all work performed within their respective organizations.
- Responsibility for quality, OSH and EMS is further delegated down through the line and staff organizations, with each level assuming its proper share, and ultimately each group and individual being held responsible for the quality, safety, health and environmental impact of the work in which they are involved.
- Establish a point of contact and responsibilities for the C-A Correspondence and Commitment Tracking System (CCTS) requests.
- Assign an Environmental Management System Representative.
- Assign an OSH Management System Representative.
- Appoint an Environmental Compliance Representative to all C-A ES&H committees.
- Appoint an OSH and EMS Training Manager (C-A Training Manager).

5.2.2 C-A OSH Environmental Management System Representative (Associate Chair for ESHQ).

- Report directly to C-A Department Chairman.
- Coordinate the implementation and maintenance of the C-A EMS and the C-A OSH Management System.
- Ensure that an Annual OSH and Environmental Management System Assessments are performed in accordance with [C-A OPM 13.10.1, Independent Assessment](#), and SBMS Subject Area.

5.2.3 Division Management shall implement QA, OSH and EMS processes, at the appropriate level, by integrating quality, OSH and EMS planning and functions into Division activities.

5.2.4 Individual C-A Personnel shall:

- Understand the QA, OSH and EMS objectives of the C-A Department.
- Implement QA, OSH and EMS processes that are applicable to their specific activities.
- Coordinate, as necessary, with C-A ESHQ Division personnel in the performance of QA, OSH and EMS functions.

5.2.5 C-A QA Office shall:

- Report directly to C-A ESHQ Division Head.
- Develop and maintain C-A QA procedure.
- Provide professional assistance and advice to the Divisions.
- Coordinate QA activities within the C-A Department.
- Evaluate the implementation of the QA program within the organization, and provide the results of the evaluations to the concerned individuals, e.g. Division Heads, C-A Department Chairman.
- Serve as a point of contact to DOE relative to general C-A QA matters.

6. Documentation

None

7. References

7.1 [SBMS, Management System Description: Environmental Management System.](#)

7.2 [SBMS, Management System Description: Quality Management.](#)

7.3 [C-A-OPM 1.10.4, "OSH Management Program Description".](#)

8. Attachments

None